



**City Council Workshop
May 29, 2018
Agenda**

5:30 P.M. Workshop

- A. Budget Review
 - a. Recreation
 - b. Norway Savings Bank Arena
 - c. CIP (Capital Improvement Program) Equipment Request Update and Recess for Tour
 - d. Revenues



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: May 29, 2018

Author: Sabrina Best, Recreation Director

Subject: FY19 Proposed Budget and CIP

Information: This presentation includes a Budget Program breakdown and a power point presentation to highlight the key talking points.

City Budgetary Impacts: Annual Budget and CIP request for FY19

Staff Recommended Action: Review and provide feedback

Previous Meetings and History:

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Calkins".

Attachments:

Recreation Program Budget FY19 – Proposed
Recreation CIP and Budget FY19 – Proposed



City of Auburn

Master List

Fiscal Year 2019
Proposed 4.23.2018

Account Title	FY 2017 Actual	FY 2018 Approved	FY 2019 Dept. Request	FY 2019 Manager Proposed	FY 2019 Council Adopted	Increase/ Decrease	%
<i>Recreation and Special Events</i>							
Regular Salaries	176,006	214,115	230,909	203,529	0	(10,586)	-5%
Sal-Rec Part-Time	25,422	19,000	19,000	19,000	0	0	0%
Longevity Bonus	0	0	0	0	0	0	0%
OT-Regular	0	2,276	2,276	2,276	0	0	0%
PS - General	5,578	5,694	6,578	6,578	0	884	16%
Medical Supplies	0	300	300	300	0	0	0%
Office Supplies	2,512	3,000	3,500	3,500	0	500	17%
Other Sup-Janitorial	2,688	4,000	4,000	4,000	0	0	0%
Other Sup-Operating	0	0	32,000	11,000	0	11,000	0%
Other Sup - Maintenance	1,623	2,350	2,350	2,350	0	0	0%
Other Sup-Safety Equipme	0	0	0	0	0	0	0%
MV Sup-Tires/Tube/Chain	232	250	250	250	0	0	0%
MV Sup-Gas & Oil	186	530	1,125	1,125	0	595	112%
Utilities - Water/Sewer	7,690	25,672	15,000	13,900	0	(11,772)	-46%
Comm - Telephone	2,446	2,040	3,140	3,140	0	1,100	54%
Utilities - Electricity	12,519	15,590	15,590	15,590	0	0	0%
Utilities - Natural Gas	17,242	40,649	28,650	26,450	0	(14,199)	-35%
Repairs - Buildings	7,001	8,500	9,350	9,350	0	850	10%
Repairs - Vehicles	44	800	800	800	0	0	0%
Repairs - Equipment	1,006	1,000	1,000	1,000	0	0	0%
Repairs - Maintenance Con	1,889	1,720	2,915	2,915	0	1,195	69%
Training & Tuition	3,192	3,300	3,300	2,500	0	(800)	-24%
Comm - Postage	194	350	350	350	0	0	0%
Travel-Mileage	218	200	200	200	0	0	0%
Dues & Subscriptions	1,772	1,445	1,527	1,527	0	82	6%
Community Programs	21,847	35,800	63,000	53,000	0	17,200	48%
TOTAL	291,307	388,581	447,110	384,630	-	(3,951)	-1.0%



City of Auburn Recreation & Special Events

Fiscal Year 2019
Proposed 4.23.2018

Line Items		Last Year	Dept. Request	Manager Proposed
Regular Salaries	Total	214,115	230,909	203,529
Sal-Rec Part-Time	Total	19,000	19,000	19,000
Longevity Bonus	Total	-	-	-
OT-Regular	Total	2,276	2,276	2,276

Estimated Detail of Regular Salaries

Actual expenses may vary according to changing circumstances

Regular Salaries	Staff	Recreation		
Recreation Director	1		\$ 75,000	\$ 71,120
Ingersoll/Deputy Director (90% Ingersoll/10% GF)	1		\$ 70,000	\$ 60,000
Administrative Assistant w/ fringe (50% Special Revenue)	1		\$ 45,822	\$ 45,822
Grounds/Facility Maintenance	1		\$ 33,150	\$ 33,150
Recreation Program Specialist	1		\$ 41,241	\$ 41,241
Recreation Program Specialist	1		\$ 38,102	\$ 38,102
Recreation Program Specialist w/fringe (25% GF, 25% SR, 50% Turf)	1		\$ 54,021	\$ 54,021
	7	\$ -	\$ 357,336	\$ 343,456
			\$ (90,011)	\$ (103,511)
			\$ (36,416)	\$ (36,416)
			\$ 230,909	\$ 203,529

Estimated Detail of Sal-Rec Part-Time

Actual expenses may vary according to changing circumstances

Sal-Rec Part-Time	Dept. Request	Manager Proposed
Hasty Building Supervisors	\$ 7,000	\$ 7,000
Senior Building Supervisors	\$ 12,000	\$ 12,000
	\$ 19,000	\$ 19,000

Estimated Detail of Longevity Bonus

Actual expenses may vary according to changing circumstances

Longevity Bonus	Dept. Request	Manager Proposed
Longevity Bonus	\$ -	\$ -
	\$ -	\$ -

Estimated Detail of OT-Regular

Actual expenses may vary according to changing circumstances

OT-Regular	OT Hours	Avg Rate	Dept. Request	Manager Proposed
OT-Regular	80	28.45	\$ 2,276	\$ 2,276
			\$ 2,276	\$ 2,276

Wages: This line item reflects the salaries of all full-time recreation department staff. Factored in to these amounts are 3% increases for staff covered by the approved MSEA bargaining agreement.

Part-Time Wages: This account includes seasonal staffing for various recreation programs, added a custodian/maintenance line, recreation specialist will be split between Ingersoll and Recreation.

Longevity Bonus: The longevity bonus is paid to employees on their 7th (\$300), 15th(\$400), and 25th(\$500) year anniversaries.

OT Regular: This account includes Ot pay for full time no-exempt employees for special events and programs. (new due to law change)



**City of Auburn
Recreation & Special Events**

**Fiscal Year 2019
Proposed 4.23.2018**

Line Items		Last Year	Dept. Request	Manager Proposed
PS - General	Total	5,694	6,578	6,578
Medical Supplies	Total	300	300	300
Office Supplies	Total	3,000	3,500	3,500

Estimated Detail of PS - General

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
PS - General		
Fire/Sprinkler System	\$ 350	\$ 350
Trash Pick-up	\$ 2,736	\$ 2,736
Registration System	\$ 2,500	\$ 2,500
Office Copier	\$ 500	\$ 500
Security System	\$ 492	\$ 492
	\$ 6,578	\$ 6,578

Estimated Detail of Medical Supplies

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Medical Supplies		
Medical Supplies	\$ 300	\$ 300
	\$ 300	\$ 300

Estimated Detail of Office Supplies

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Office Supplies		
Office supplies	\$ 3,500	\$ 3,500
	\$ 3,500	\$ 3,500

Line Item Narrative

PS - General: See above.
Medical Supplies: This account includes basic medical supplies for building staff, and program participants.
Office Supplies: This account includes the cost of general office supplies, such as pens, pencils, staples, paper clips, envelopes, laminating supplies, duplicating machine supplies, colored paper, etc. This covers Hasty and the Senior Community Center.



**City of Auburn
Recreation & Special Events**

**Fiscal Year 2019
Proposed 4.23.2018**

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup-Janitorial	Total	4,000	4,000	4,000
Other Sup-Operating	Total	-	32,000	11,000
Other Sup - Maintenance	Total	2,350	2,350	2,350

Estimated Detail of Other Sup-Janitorial

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup-Janitorial		
Bathroom spray		
Brown hand towels		
Cleaning Fluids for Bathrooms		
Floor cleaner		
Hand soap		
Misc. items		
Mops		
Paper towels		
Toilet tissue		
Trash bags		
	\$ 4,000	\$ 4,000

Estimated Detail of Other Sup-Operating

	Dept. Request	Manager Proposed
Other Sup-Operating		
Tables & Chairs	\$ 10,000	\$ 5,000
Holiday Decorations	\$ 10,000	\$ -
Sports Equipment (Helmets)	\$ 12,000	\$ 6,000
	\$ 32,000	\$ 11,000

Estimated Detail of Other Sup - Maintenance

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup - Maintenance		
Maintenance Supplies	\$ 2,350	\$ 2,350
	\$ 2,350	\$ 2,350

Line Item Narrative

Other Sup-Janitorial: See above. (This is a general listing of items that are purchased annually, as needed, from this account.) This covers Hasty and the Seniors.

Other Sup-Maintenance: This account includes miscellaneous maintenance supplies such as keys, padlocks, light

Line Items		Last Year	Dept. Request	Manager Proposed
Other Sup-Safety Equipmer	Total	-	-	-
MV Sup-Tires/Tube/Chain	Total	250	250	250

Estimated Detail of Other Sup-Safety Equipment

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Other Sup-Safety Equipmen		
Personal Protective Gear	\$ -	
	\$ -	\$ -

Estimated Detail of MV Sup-Tires/Tube/Chain

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
MV Sup-Tires/Tube/Chain		
Department Vehicles	\$ 250	\$ 250
	\$ 250	\$ 250

Line Item Narrative

MV Sup-Tires/Tube/Chain: This account includes the cost of tires, tubes & Chains for the department van.

Line Items		Last Year	Dept. Request	Manager Proposed
MV Sup-Gas & Oil	Total	530	1,125	1,125
MV Sup-Other	Total	-		
Utilities - Water/Sewer	Total	25,672	15,000	13,900

Estimated Detail of MV Sup-Gas & Oil

Actual expenses may vary according to changing circumstances

MV Sup-Gas & Oil	Quantity	Cost/Unit	Dept. Request	Manager Proposed
Departmental Vehicles	500	\$ 2.25	\$ 1,125	\$ 1,125
			\$ 1,125	\$ 1,125

Estimated Detail of MV Sup-Other

Actual expenses may vary according to changing circumstances

MV Sup-Other	Dept. Request	Manager Proposed
Departmental Vehicles	\$ -	\$ -
	\$ -	\$ -

Estimated Detail of Utilities - Water/Sewer

Actual expenses may vary according to changing circumstances

Utilities - Water/Sewer	Water	Sewer	Dept. Request	Manager Proposed
Festival Plaza	\$ 4,000		\$ 4,000	\$ 3,500
Pettengill Irrigation	\$ 1,200	\$ -	\$ 1,200	\$ 1,200
Hasty Community Center	\$ 3,500	\$ 1,400	\$ 4,900	\$ 4,500
Senior Community Center	\$ 3,000	\$ 1,200	\$ 4,200	\$ 4,000
Pond Building	\$ 500	\$ 200	\$ 700	\$ 700
			\$ 15,000	\$ 13,900

Line Item Narrative

MV Sup-Gas & Oil: This account includes the cost of gas and oil for the department van.
MV Sup-Other: This account includes the purchase of other motor vehicle supplies, such as: windshield wipers, batteries, spark plugs, etc, based on wear and tear and regularly scheduled maintenance for the dept van.
Utilites-Water/Sewer: This account kincludes water and sewer charges for Parks Garage (senior Center), Festival Plaza, Hasty Community Center and pond building.

Line Items		Last Year	Dept. Request	Manager Proposed
Comm - Telephone	Total	2,040	3,140	3,140
Utilities - Electricity	Total	15,590	15,590	15,590

Estimated Detail of Comm - Telephone

Actual expenses may vary according to changing circumstances

	Quantity	Cost/Mo.	Dept. Request	Manager Proposed
Comm - Telephone				
Cellular Phone	3	\$50	\$ 1,800	\$ 1,800
Director Reimbursement			\$ 900	\$ 900
Equipment			\$ 200	\$ 200
Long Distance Land Line	12	\$20	\$ 240	\$ 240
			\$ 3,140	\$ 3,140

Estimated Detail of Utilities - Electricity

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Utilities - Electricity		
Hasty Community Center	\$ 4,000	\$ 4,000
Pond Building	\$ 1,300	\$ 1,300
Senior Community Center	\$ 3,400	\$ 3,400
Fish Hatchery (Tot Lot)	\$ 400	\$ 400
Festival Plaza	\$ 6,490	\$ 6,490
	\$ 15,590	\$ 15,590

Line Item Narrative

Comm - Telephone: This account includes long distance land line service and cell phones for the Hasty Community Center and recreation staff.

Utilities - Electricity: This account includes the cost of electricity at the Hasty Community Center, Parks Garage (Senior Center), pond building, Tot Lot and Festival Plaza.

Line Items		Last Year	Dept. Request	Manager Proposed
Utilities - Natural Gas	Total	40,649	28,650	26,450
Repairs - Buildings	Total	8,500	9,350	9,350
Repairs - Vehicles	Total	800	800	800

Estimated Detail of Utilities - Natural Gas

Actual expenses may vary according to changing circumstances

Utilities - Natural Gas	Units	Cost/Unit	Dept. Request	Manager Proposed
Hasty Community Center	14000	\$ 1.40	\$ 19,600	\$ 18,000
Hasty Kitchen (Propane)	575	\$ 3.00	\$ 1,725	\$ 1,725
Senior Kitchen (Propane)	575	\$ 3.00	\$ 1,725	\$ 1,725
Senior Community Center	4000	\$ 1.40	\$ 5,600	\$ 5,000
			\$ 28,650	\$ 26,450

Estimated Detail of Repairs - Buildings

Actual expenses may vary according to changing circumstances

Repairs - Buildings	Dept. Request	Manager Proposed
Misc Building	\$ 8,500	\$ 8,500
Signage	\$ 850	\$ 850
	\$ 9,350	\$ 9,350

Estimated Detail of Repairs - Vehicles

Actual expenses may vary according to changing circumstances

Repairs - Vehicles	Dept. Request	Manager Proposed
Department Vehicles	\$ 800	\$ 800
	\$ 800	\$ 800

Line Item Narrative

Utilities - Natural Gas: This account includes the cost of natural gas for the Hasty Community Center, Hasty kitchen and emergency generators.

Repairs - Buildings: This account includes miscellaneous repairs to buildings, such as: broken windows, broken doors, vandalism repairs, restroom repairs, door locks, tile repair, etc., as needed.

Repairs - Vehicles: This account includes the cost of repairs to the department van.

Line Items		Last Year	Dept. Request	Manager Proposed
Repairs - Equipment	Total	1,000	1,000	1,000
Repairs - Maintenance Contract	Total	1,720	2,915	2,915
Training & Tuition	Total	3,300	3,300	2,500

Estimated Detail of Repairs - Equipment

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Repairs - Equipment		
General Repairs	\$ 1,000	\$ 1,000
	\$ 1,000	\$ 1,000

Estimated Detail of Repairs - Maintenance Contract

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Repairs - Maintenance Contract		
Fire Ext Inspection & Maintenance	\$ 240	\$ 240
Pond Building Winterization	\$ 575	\$ 575
Senior Furnace Cleaning & Maintenance	\$ 620	\$ 620
Furnace Cleaning & Maintenance	\$ 1,480	\$ 1,480
	\$ 2,915	\$ 2,915

Estimated Detail of Training & Tuition

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Training & Tuition		
MRPA Conference	\$ 500	\$ 500
Professional Development	\$ 2,800	\$ 2,000
	\$ 3,300	\$ 2,500

Line Item Narrative

Repairs - Equipment: This account includes the cost of repairs to the floor washer, PA sound system, the office duplicating machine and other department small equipment.

Repairs - Maintenance Contracts: This account includes the fire extinguisher inspections for Hasty and the pond building and furnace cleaning/maintenance for Hasty.

Training & Tuition: This account includes the cost of staff training and the attendance of two recreation division staff at the MRPA recreation conference.

Line Items		Last Year	Dept. Request	Manager Proposed
Comm - Postage	Total	350	350	350
Travel-Mileage	Total	200	200	200

Estimated Detail of Comm - Postage

Actual expenses may vary according to changing circumstances

Comm - Postage	Dept. Request	Manager Proposed
	\$ 350	\$ 350
	\$ 350	\$ 350

Estimated Detail of Travel-Mileage

Actual expenses may vary according to changing circumstances

Travel-Mileage	Dept. Request	Manager Proposed
	\$ 200	\$ 200
	\$ 200	\$ 200

Line Item Narrative

Comm - Postage: This account includes the cost of ten (10) rolls of .49 cent stamps, used for sending out statements for past due accounts, mailings for programs, pay checks and includes additional funds for other miscellaneous mail. There is no anticipated postage increase this year.

Travel - Mileage: This account reimburses employees for use of their personal vehicles for city business.

Line Items		Last Year	Dept. Request	Manager Proposed
Dues & Subscriptions	Total	1,445	1,527	1,527
Community Programs	Total	35,800	63,000	53,000

Estimated Detail of Dues & Subscriptions

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Dues & Subscriptions		
Maine Recreation & Park Assoc	\$ 200	\$ 200
National Recreation & Park Assoc	\$ 650	\$ 650
BMI Licensing	\$ 342	\$ 342
ASCAP	\$ 335	\$ 335
	\$ 1,527	\$ 1,527

Estimated Detail of Community Programs

Actual expenses may vary according to changing circumstances

	Dept. Request	Manager Proposed
Community Programs		
Liberty Festival	\$ 10,000	\$ 10,000
Arts & Culture	\$ 10,000	\$ 5,000
Snowmobile Club matching grant money	\$ 3,000	\$ 3,000
Senior Programming	\$ 5,000	\$ 5,000
Farmers Market	\$ 5,000	\$ 5,000
PAL Center	\$ 25,000	\$ 25,000
New Programming	\$ 5,000	\$ -
	\$ 63,000	\$ 53,000

Line Item Narrative

Dues and Subscriptions: This account includes the cost of subscriptions for publications, dues to professional organizations and music licensing.

Community Programs: This account provides funding associated with community programs as listed above.



City of Auburn, Maine

Recreation Department

Sabrina Best, Director

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RECREATION PROGRAM BUDGET FY19

MISSION

Developed with guidance from our Recreation and Special Events Advisory Board, "The Auburn Recreation Department supports a healthy lifestyle through leisure, cultural, and physical activity."

VISION

The Recreation Department mission statement embraces the nature of how the department should serve our community. The statement and elements contained within are meant to define the philosophy of the department and to act as a guide for staff in all department functions and their daily activities. The Recreation Department's primary goal is to provide quality recreational opportunities for the community. The Recreation Department is dedicated to meet, or surpass, citizen expectations and to provide recreational opportunities that move toward meeting the need of every individual in the community. The Department will research and identify opportunities for alternative and/or supplemental organized programming for youth, adults, seniors, and families. The proposed FY19 Recreation budget seeks to expand current recreation programming to better serve all demographics with a focus on senior programming, special events, and new recreational opportunities. The proposed budget will continue to meet primary standards and to ensure that the department can manage appropriate service levels and the expectations of the community. The proposed budget also addresses other chief departmental goals: To encourage active citizen participation and maintain community outreach efforts; and to acknowledge and empower our most significant resource, by offering staff at all levels training and professional development opportunities to ensure success in all aspects of their position.

DESCRIPTION

The Recreation Department is comprised of five full-time and one permanent part-time staff members (recently retired). Staff is responsible for managing and providing support with the necessary resources to develop, plan, organize, implement, supervise, and evaluate all municipal recreation programming and special events. Our staff has three new members, all bringing a level of energy, experience, and innovative ideas. In a collaborative effort with the Public Services Dept. a new energy has been directed to bringing the current conditions of parks, athletic fields, and trails back up to standards. Currently the Recreation Dept. is offering approximately 79 programs that range from Senior Trips, Summer Day Camp for kids, Winter Festival, and Adult Softball Leagues.

PROGRAM DESCRIPTIONS

1. **Administration:** Provides management and oversight of all Recreation Department activities. Activities include, but are not limited to; allocation of staff resources, payroll functions, budget development & management, purchasing, reporting, employee performance, overall departmental performance, and safety & training programs. The administration program includes: staff, office supplies, communication services, training, professional development, postage, travel mileage, and professional association memberships. This program accounts for 24% of the total Recreation Budget.
2. **Recreation Programming:** Design, plan, organize, implement, supervise, and evaluate all municipal recreation programming. Staff also has responsibility in special event planning/support. The recreation programming includes: staff, training, professional association memberships, and department vehicle costs. This program accounts for 25% of the total Recreation Budget.
3. **Facilities:** Includes staff, utilities, maintenance contracts, building repairs, equipment repairs, operating supplies, janitorial supplies, and safety equipment for Recreation Department locations. This program accounts for 36% of the total Recreation Budget.
4. **Community Programs & Special Events:** Includes funding for several community programs which include: Farmer's Market, the Liberty Festival, snowmobile club match funds, Senior Programming, and PAL. This program accounts for 15% of the total Recreation Budget.

Overall FY19 Proposed Budget

Increase 6%

(Decrease 0.2% after PAL program funding offset)

PROGRAM BUDGET BREAK DOWN

PROGRAM BUDGET – Administration

ADMINISTRATION					
Description	FTE	FY18	FY19	Increase/Decrease	Change
Salaries	2.1	\$95,708.50	\$94,031.00	(\$1,677.50)	-1.75%
Operating Supplies		\$6,645.00	\$7,227.00	\$582.00	8.76%
Total		\$102,353.50	\$101,258.00	(\$1,095.50)	-1.07%

PROGRAM BUDGET – Recreation Programming

RECREATION PROGRAMMING					
Description	FTE	FY18	FY19	Increase/Decrease	Change
Salaries	3	\$120,682.75	\$92,848.00	(\$27,834.75)	-23.06%
Operating Supplies		\$3,230.00	\$9,825.00	\$6,595.00	204.18%
Total		\$123,912.75	\$102,673.00	(\$21,239.75)	-17.14%

PROGRAM BUDGET – Facilities

FACILITIES					
Description	FTE	FY18	FY19	Increase/Decrease	Change
Salaries	1.4	\$19,000.00	\$52,150.00	\$33,150.00	100.00%
Operating Supplies		\$105,795.00	\$92,658.00	(\$13,137.00)	-12.42%
Contracted Services		\$1,720.00	\$2,915.00	-	0.00%
Total		\$126,515.00	\$147,723.00	\$21,208.00	16.76%

PROGRAM BUDGET – Community Programs & Special Events

COMMUNITY PROGRAMS & SPECIAL EVENTS					
Description	FTE	FY18	FY19	Increase/Decrease	Change
Funding	-	\$35,800.00	\$62,000.00	\$26,200.00	73.18%
Total		\$35,800.00	\$62,000.00	\$26,200.00	73.18%

** Note that the PAL program will offset their \$25,000 line item which is reflected below

COMMUNITY PROGRAMS & SPECIAL EVENTS					
Description	FTE	FY18	FY19	Increase/Decrease	Change
Funding	-	\$35,800.00	\$37,000.00	\$1,200.00	3.35%
Total		\$35,800.00	\$37,000.00	\$1,200.00	3.35%

BUDGET DRIVERS

Regular Salaries – Decreased by 1%

Decrease reflects the transition of a permanent part time recreation specialist position into a full time Grounds and Facility Maintenance position. There is currently a part time position allowing for only 20-25 hours a week to service Hasty Community Center, Senior Community Center, and Ingersoll Turf Facility. These facilities have not had the proper care and attention since 2016 when the full-time custodian position was eliminated. A mixture of part time employees and workfare individuals have been relied on to clean the three facilities producing inconsistency in facility repairs, daily cleaning, and set-up for meetings and events. Salaries for all positions are accurately reflected in this budget proposal.

PS - General - Increased by 16%

Adjusted to include increases in current professional services and addition of office copier annual fees.

Office Supplies - Increased by 17%

Adjusted to reflect anticipated increase in program promotional material.

Other Supplies - Operating - Increased by 16%

Increase reflects replacement of chairs and tables used for programs and events internally and with community organizations. There is an addition of City Decorations that will be utilized for any season to help with city beautification efforts and gateways. There is an addition of splitting the cost of replacing the youth football programs helmets. Helmets are required to be replaced every three years, the youth football program fundraises each year to help cover half the cost of the helmets.

MV Sup – Gas & Oil – Increased by 112%

Adjusted to reflect anticipated increase in trips and use of department vehicles (van, truck, bus)

Utilities – Water/Sewer – Decreased by 46%

Adjusted to accurately reflect historical usage.

Comm – Telephone - Increased 54%

Increase is to accurately reflect historical usage.

Utilities – Natural Gas - Decreased 35%

Adjusted to accurately reflect historical usage.

Repairs – Building - Increased 10%

Increase due to addition of signage.

Repairs – Maintenance - Increase 69%

Increase due to addition of Senior Center Furnace cleaning, Maintenance and the Pond Building winterizing.

Dues & Subscriptions – Increased 6%

Increased to reflect increased in membership fees.

Community Programs – Increased 73% (3%)

Adjustments were made to line items to reflect more accurate use of each program. Increased to reflect addition of Farmer's Market and PAL program. NOTE; the PAL program will offset their expenses by \$25,000 in program sponsorships.

GOALS AND OBJECTIVES

GOAL

Encourage active citizen participation and maintain community outreach efforts.

- Solicit, gather and evaluate feedback from citizens about recreation services and facilities using various methods of collection (website, paper, phone, and in-person).
- Ensure the use of customer program review surveys to improve the value of our programs and services as well as increase the number of registrations in the programs.
- Ensure feedback forms are available online and interactive.
- Use all forms of media to communicate with the public including city website, Teamsideline calendar, program brochures, local cable access channel, print media, school department distribution channels, and social media.
- Continue to work with the Parks & Recreation Advisory Board to advocate for programs, activities, and events offered by the department.

GOAL

Provide recreational opportunities that move toward meeting the need of every segment of the population.

- Offer scholarships for youth programming to those who are in need of financial assistance.
- Research and identify opportunities for alternative and/or supplemental organized programming for youth.
- Research and identify demand for alternative and/or supplemental organized recreation programming for adults.
- Research and identify demand for alternative and/or supplemental organized programming for senior citizens.

GOAL

To acknowledge and empower our most significant resource, by offering staff at all levels with the training and professional development opportunities needed to ensure success in all aspects of their position.

- Offer training opportunities to staff and utilize professional organization resources such as: National Recreation and Parks Association, and Maine Recreation and Parks Association.
- Provide competitive salary packages in order to attract, recruit, and retain the finest and most qualified workforce.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

Performance Measure	Actual FY15	Actual FY16	Actual FY17	Projected FY18	GOAL FY19
Number of recreation program Participants compared to prior years.	2,577*	6,556*	7,387	7,775	8,000
Percentage of prime hours utilized at recreational facilities during applicable season.	34.5%	41.5%	46.2%	55%	55%

*Numbers based off actual enrollment reports and estimated special/community event participation.

Workload Indicators	Actual FY15	Actual FY16	Actual FY17	Projected FY18
Man hours spent by recreation staff managing/facilitating all Recreation programs annually.	15,318	14,472	15,720	16,695
Number of registrants processed for recreation programming Annually.	1,355	2,959	2,838	2,857



City of Auburn, Maine

Recreation Department

Sabrina Best, Director

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12 Month Planner Recreation 2019

JANUARY

- 150th Celebration Planning and Events
- Indoor Soccer (Ages 3-14) Winter
- Basketball Pre-K Skills
- Winter Festival
- Youth and Family Open gyms
- Pickleball Drop-in
- Line Dance Drop-in
- Senior Walking Drop-in
- Start Smart Sports (Ages 3-5)
- Ski/Snowboard Lessons begin
- Youth Basketball Games
- Little Eddies Sports Series
- Men's and Women's Basketball Games
- Senior Trips
- Senior Meals
- Adult Fitness Classes
- Winter Sports Fundraisers
- Staff Training at NNERPA

FEBRUARY

- 150th Celebration Planning and Events
- February Vacation Camp
- Spring program flyers finalized
- Father/Daughter Dance
- Youth and Family Open gyms
- Pickleball Drop-in
- Line Dance Drop-in
- Senior Walking Drop-in
- Little Eddies Sports Series
- Ski Merrick Program begin
- Youth Basketball end
- Men's and Women's Basketball
- Senior Meals
- Senior Trips
- Senior Games
- Adult Fitness Classes
- Art Walk Planning

MARCH

- 150th Celebration Planning and Events
- Spring Celebration
- Spring/Summer Brochure preparations
- Spring Travel Basketball
- L/A Swish Basketball
- Youth and Family Open gyms
- Pickleball Drop-in
- Line Dance Drop-in
- Senior Walking Drop-in
- Little Eddies Sports Series
- Mother Son Sports Night
- Indoor Soccer (ages 3-14) Spring
- Men's and Women's Basketball
- Senior Trips
- Senior Meals
- Senior Games
- Adult Fitness Classes
- Art Walk planning
- Farmer's Market Planning Begins
- Staff Training at MRPA
- Summer Block Party Planning

APRIL

- 150th Celebration Planning and Events
- Spring/Summer Brochure released
- Spring/Summer programs begin
- Spring Travel Basketball
- April Vacation Camp
- Ballfield preparations
- Spring Celebration
- Spring Running
- Youth Lacrosse (grades 3-8) begins
- Little Eddies Sports Series
- Mother Daughter Date Night
- Youth and Family Open gyms
- Pickleball Drop-in
- Line Dance Drop-in

- Senior Walking Drop-in
- Men's and Women's Basketball end
- Senior Trips
- Senior Meals
- Senior Games
- Summer Festival Planning
- Finish any Pettengill Softball Field Renovations
- Open Softball Fields (aerate, seed, fertilize)
- Adult Fitness Classes
- Spring Sports Fundraisers
- Art Walk planning
- Community Garden Open
- Farmer's Market Planning

MAY

- 150th Celebration Planning and Events
- Pickleball Tourney @ NSBA
- Men's Softball begin
- Coed Softball begin
- Fishing Derbies at Pettengill Park
- Art Walk
- Youth and Family Open gyms
- Pickleball Drop-in
- Line Dance Drop-in
- Senior Walking Drop-in
- Track & Field begins
- Summer Festival Planning
- Senior Trips
- Senior Meals
- Senior Games
- Adult Fitness Classes
- National Kids to Park Day
- Farmer's Market Starts up

JUNE

- 150th Celebration Planning and Events
- Youth Lacrosse ends
- Summer Day Camp Staff Training
- Track & Field
- Art Walk
- Rec to Rec Run/Walk 5k
- Men's Softball Games
- Coed Softball Games
- Men's Summer Basketball begin
- Summer Festival Planning
- Senior Trips
- Senior Meals
- Senior Games

- Adult Fitness Classes
- Farmer's Market
- Discount Ticket Sales start
- Year End Financial Report
- Annual Recreation Report
- Father Son Tailgate

JULY

- 150th Celebration Planning and Events
- 4th of July celebration
- Movies in the Park series
- Wednesdays in the Park series
- Fall Program Preparations
- Art Walk
- Summer Day Camp begins
- Soccer Camp (ages 3-14) Summer
- Men's Softball Games
- Coed Softball Games
- Men's Summer Basketball Games
- Track & Field ends
- Summer Festival Planning
- Begin Holiday Parade/Tree Lightening Planning
- Senior Trips
- Senior Meals
- Senior Games
- Adult Fitness Classes
- Farmer's Market
- Summer Camp Carnival w/ Lewiston & Poland

AUGUST

- 150th Celebration Planning and Events
- Fall sport fields laid out and lined
- Fall Brochure released
- Fall program registration opens
- Summer Festival
- Youth Football Camp
- Youth Football (grades 3-8) begins
- Art Walk
- Wednesdays in the Park
- Summer Day Camp ends
- Men's Draft League All Star Game
- Men's Softball end
- Coed Softball end
- Men's Summer Basketball end
- Shut Down Hasty for cleaning
- Annual Gym Floor Refinished
- Annual Staff Safety Trainings
- Senior Trips

- Senior Meals
- Adult Fitness Classes
- Farmer's Market
- Discount Ticket Sales end

SEPTEMBER

- 150th Celebration Planning and Events
- Flag Football (grades 1-2)
- Fall Soccer begins (ages 3-14)
- LA Swish Basketball Clinics
- Art Walk
- Annual Pettengill Park Appreciation Day
- Learn to Skate at NSBA
- Youth and Family Open gyms begin
- Pickleball Drop-in
- Line Dance Drop-in
- Senior Walking Drop-in
- Senior Trips
- Senior Meals
- Senior Games
- Adult Fitness Classes
- Farmer's Market
- Staff Training at MRPA

OCTOBER

- 150th Celebration Planning and Events
- CIP Preparation
- Budget Preparation
- Football Ends
- Fall Soccer Ends
- Halloween Fright Fest
- Alternative sentencing program with County Jail
- Little Eddies Sports Series
- L/A Swish Basketball Clinics
- Learn to Skate at NSBA
- Youth and Family Open gyms
- Pickleball Drop-in
- Senior Trips
- Senior Meals
- Senior Games
- Adult Fitness Classes

- Line Dance Drop-in
- Senior Walking Drop-in

NOVEMBER

- 150th Celebration Planning and Events
- Winter Brochure preparation
- Winter Brochure released
- Youth Basketball (Grades 1-12) begins
- Women's Basketball begins
- Men's Basketball begins
- Holiday Parade
- Youth and Family Open gyms
- Pickleball Drop-in
- Line Dance Drop-in
- Senior Walking Drop-in
- Senior Trips
- Senior Meals
- Senior Games
- Adult Fitness Classes

DECEMBER

- 150th Celebration Planning and Events
- Winter programs registration opens
- December Vacation Camp
- City Employee Holiday Party at Hasty
- Youth and Family Open gyms
- Pickleball Drop-in
- Line Dance Drop-in
- Senior Walking Drop-in
- Basketball Pre-K Skills
- Celtics Trip
- Bruins Trip
- Drop and Shop
- Breakfast with Santa
- Youth Basketball Games
- Men's and Women's Basketball Games
- CIP Preparation
- Budget Preparation
- Senior Trips
- Senior Meals
- Senior Games
- Adult Fitness Classes



City of Auburn

Recreation Department

Presented by: Sabrina Best – Recreation Director

CIP
FY19

CIP

24 passenger Bus **\$35,000**

Need for Senior safety and increase in numbers, Summer Camp, smaller programs, other City dept. ****Already exploring alternative option**

Return On Investment: Increase in Programs resulting in increase of revenue, allows for more trip options for Summer Camp, Seniors, and Family's.

Tot Lot Upgrade **\$12,000**

Pond retention wall and ditches

Return On Investment; Eliminates a safety hazard and a liability issue

Security Cameras for Pettengill **\$50,000**

Indoor/Outdoor system for Hasty, Ingersoll, and Senior Buildings

Return On Investment: Increases security for participants, employees, and patrons

CIP Cont.

Sound System at Festival Plaza \$15,000

Permanent System to cut down on sound equipment needed for bands/performers during events, includes electrical work and wireless updates
Return On Investment: Currently the dept. transports and set-up sound system for movies in the park and small performances. Large events with bands are bringing in their own equipment and adding to the bill. Creates the ability to play 'elevator music' during non-event times (Holiday Themed Music during the Holiday Season)

Senior Center Phase II \$45,000

Kitchen

Return On Investment: Having a functioning kitchen will eliminate the need to cater food related programs and events. Also allows for increase in rentals needing kitchen access

Union St./Chestnut Upgrades \$15,000

Field updates and equipment

Return On Investment: Eliminates a safety hazard and liability with the current field conditions. Also replaces old and unsafe sports equipment, replace the football uprights with a dual purpose football/soccer goal.

CIP Items Placed into Operating Budget

Football Equipment \$6,000

100 new Helmets - Football Account will match with another \$6,000

Return On Investment: Every three years football helmets are required to be replaced for safety concerns.

Tables and Chair Replacement \$5,000

Replace and increase inventory of tables and chairs for Hasty and Senior Community Center

Return On Investment: Eliminates the depleting inventory. Increases the ability to offer multiple major events requiring tables and chairs at the same time. Eliminates staff time used for set-up, take-down, and transporting.

City Decorations \$5,000

Holiday Lights/Banners/Street Ornaments, Non Winter Holiday Banners

Return On Investment: Increase City Beautification efforts and gateways



City of Auburn

Recreation Department

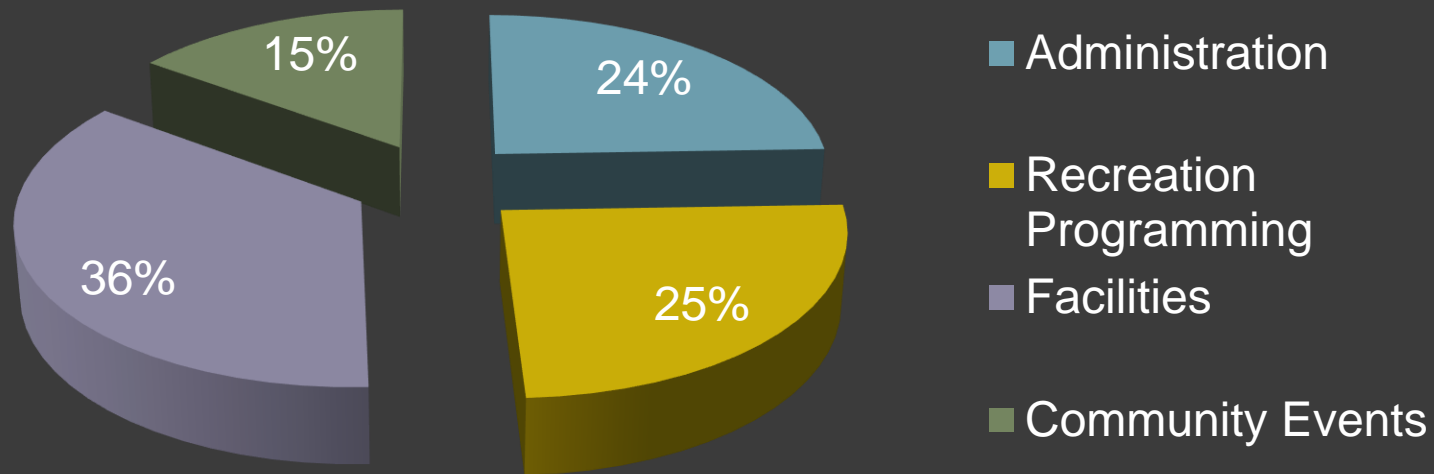
Presented by: Sabrina Best – Recreation Director

BUDGET PRESENTATION

FY19

FY19 Recreation Budget Overview

Recreation Budget Breakdown



Budget Drivers

Red = Increase

Green = Decrease

- **Regular Salaries – Decreased by 1%**

Transition permanent part time recreation specialist position into a full time Grounds and Facility Maintenance position.

- **PS - General - Increased by 16%**

Adjusted to include increases in current professional services and addition of office copier annual fees.

- **Office Supplies - Increased by 17%**

Adjusted to reflect anticipated increase in program promotional material.

Budget Drivers cont.

Red = Increase

Green = Decrease

- **Other Supplies - Operating - Increased by 16,000%**

Tables and Chairs

City Decorations

Football Equipment (Helmets)

- **MV Sup – Gas & Oil – Increased by 112%**

Adjusted to reflect anticipated increase in trips and use of department vehicles (van, truck, bus)

- **Utilities – Water/Sewer – Decreased by 46%**

Adjusted to accurately reflect historical usage. (\$11,722)

Budget Drivers cont.

Red = Increase
Green = Decrease

- **Comm – Telephone - Increased 54%**
Increase is to accurately reflect historical usage.
- **Utilities – Natural Gas - Decreased 35%**
Adjusted to accurately reflect historical usage. (\$14,199)
- **Repairs – Building - Increased 10%**
Increase due to addition of signage.

Budget Drivers cont.

Red = Increase
Green = Decrease

Repairs – Maintenance - Increase 69%

Increase due to addition of Senior Center Furnace cleaning and maintenance, and the Pond Building winterizing.

Dues & Subscriptions – Increased 6%

Increased to reflect increased in membership fees.

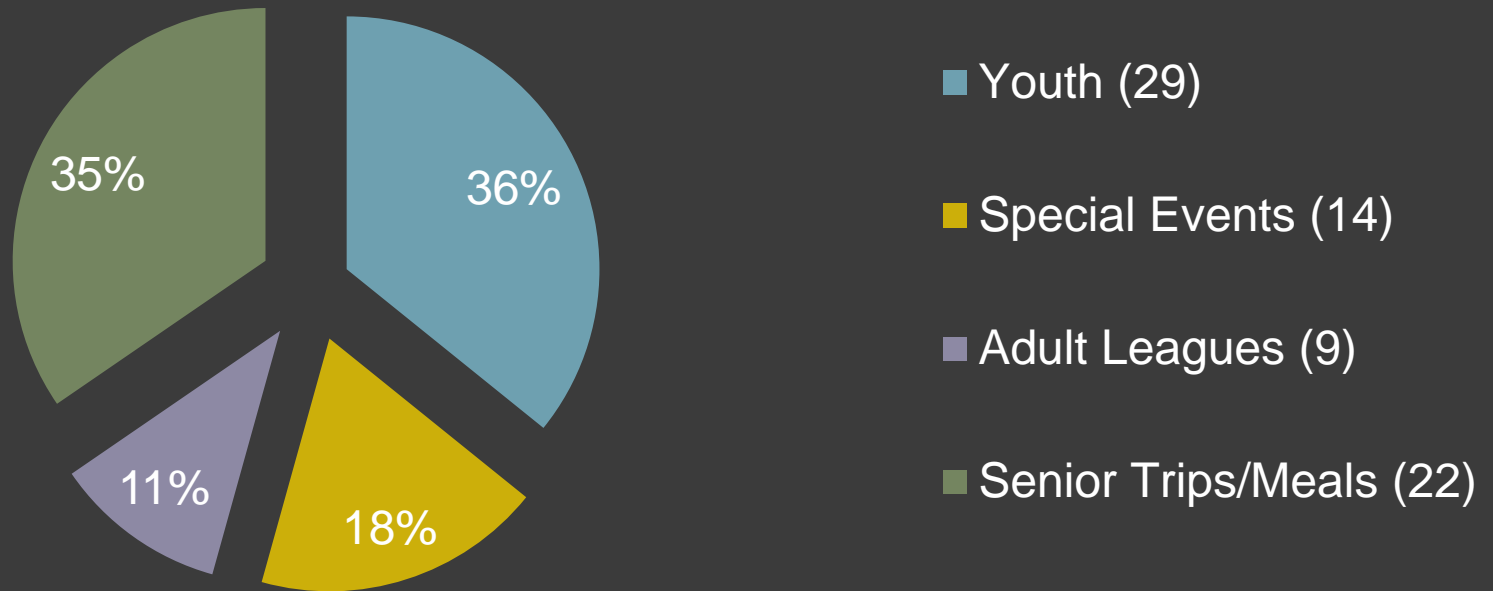
Community Programs – Increased 73% (3%)

Adjustments were made to line items to reflect more accurate use of each program. Increased to reflect addition of Farmer's Market and PAL program.

NOTE: The PAL program will offset their expenses by \$25,000.

Snap Shot of Today's Rec

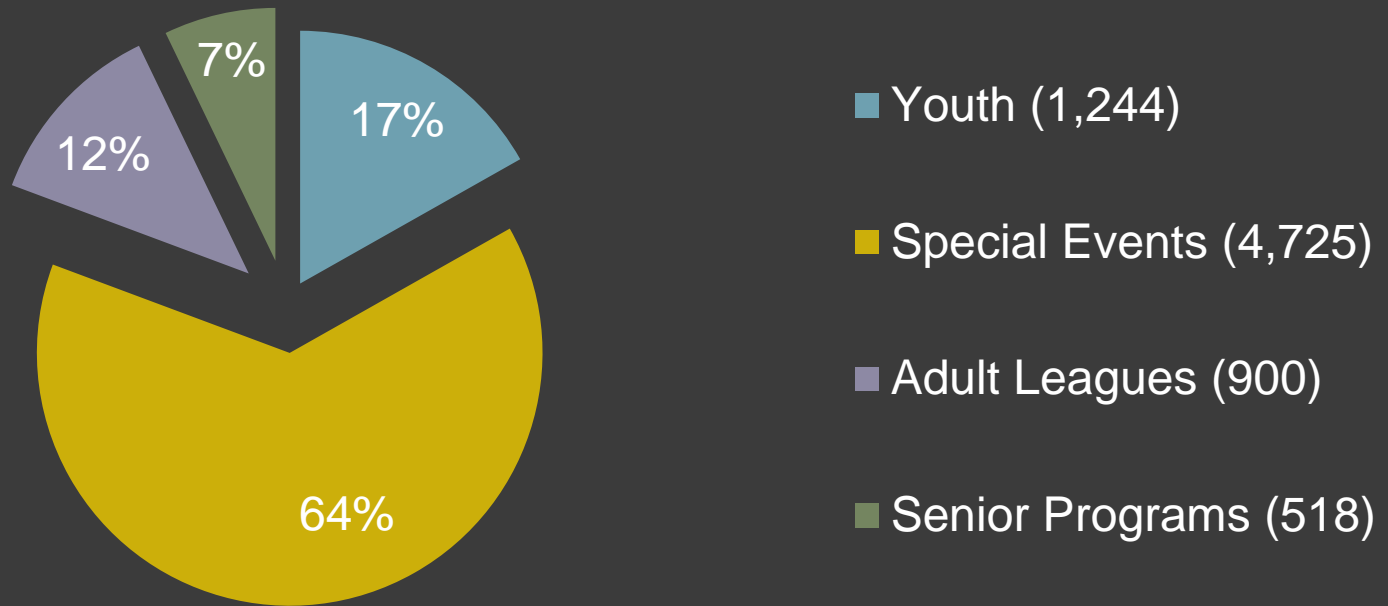
Recreation Programs Breakdown



Currently Offering
79 programs

Snap Shot of Today's Rec

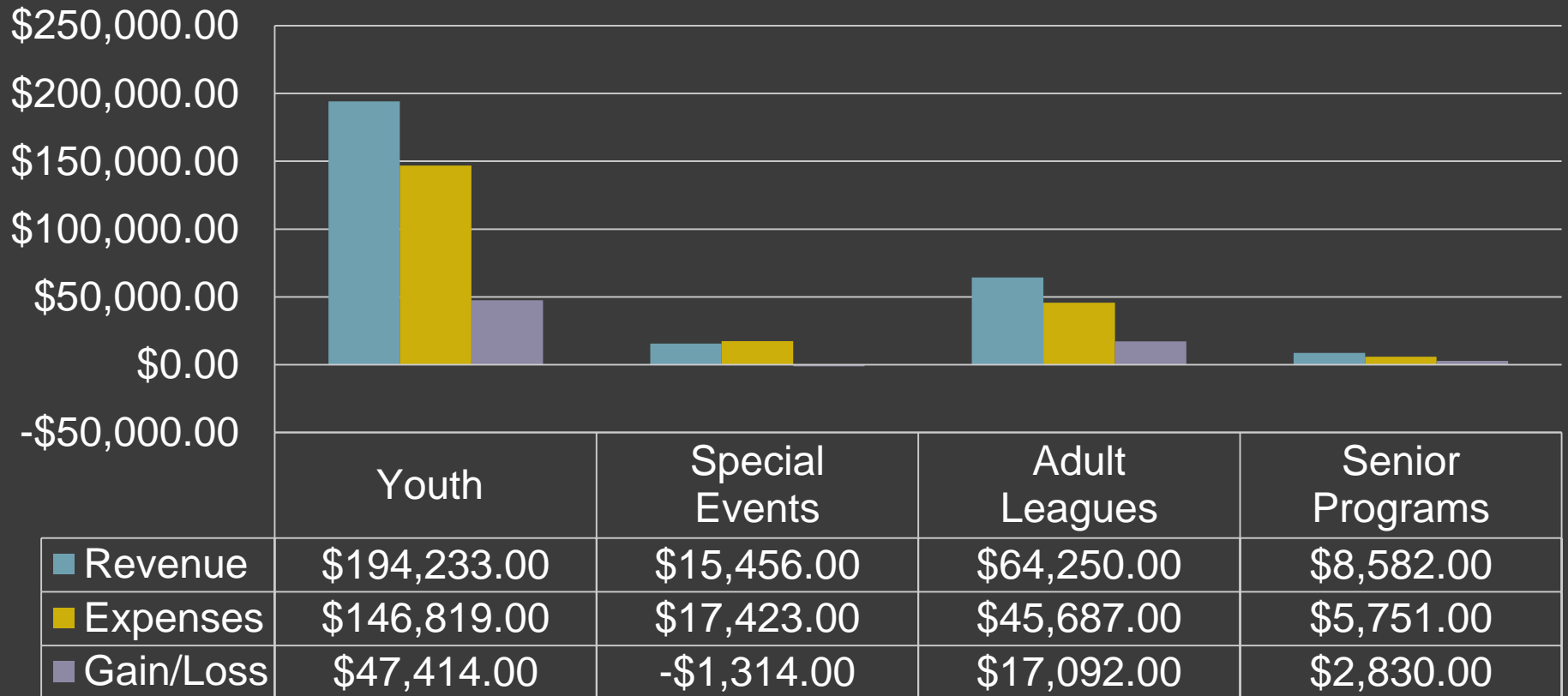
Recreation Programs Participation Breakdown



**Total Participants
Engaged 7,387**

Snap Shot of Today's Rec

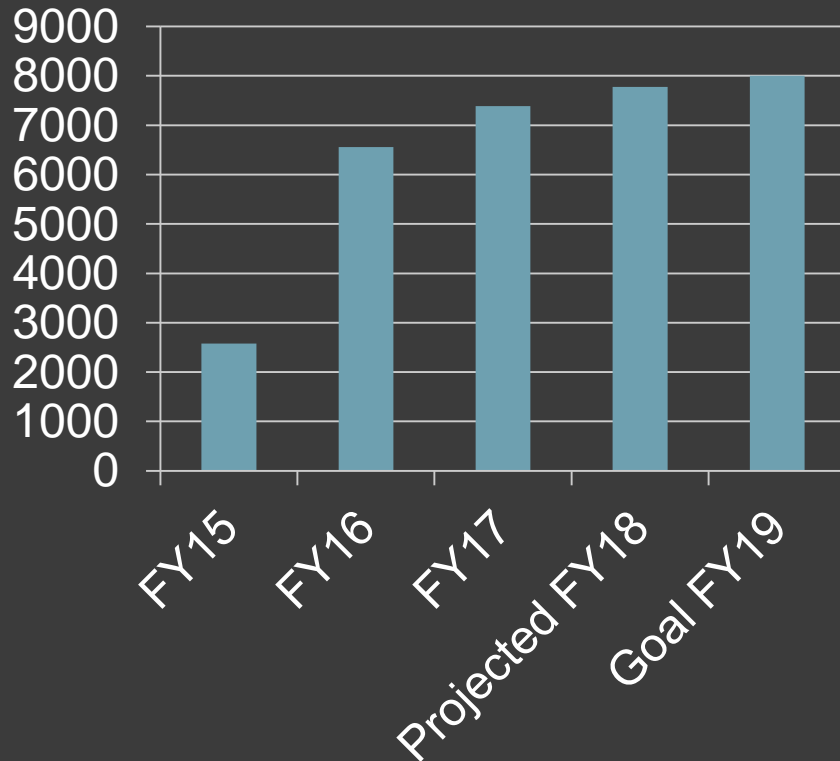
Recreation Programs Financial Breakdown



Numbers based of 2017 calendar year ACTUAL numbers

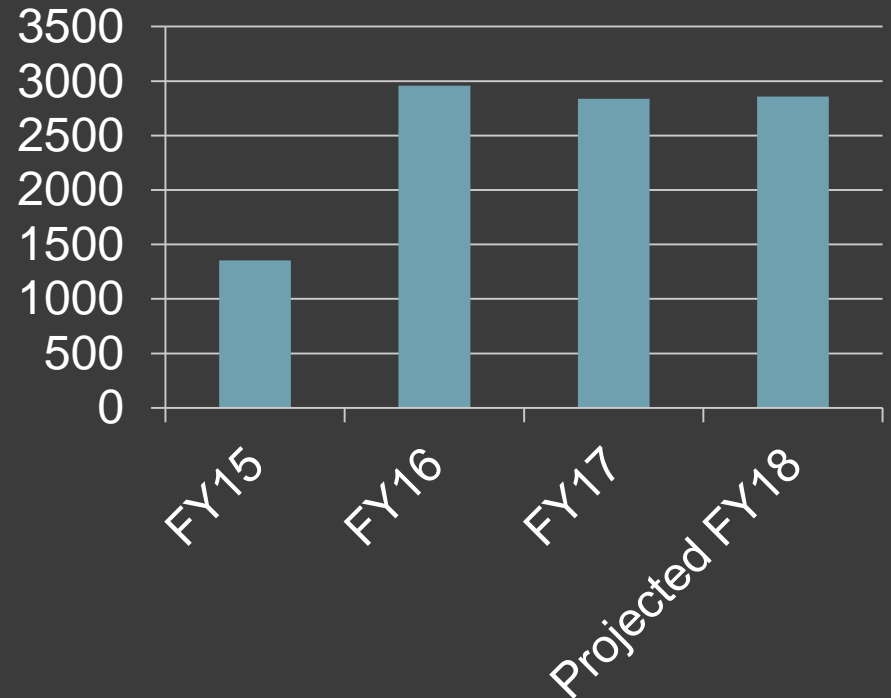
Performance Measures

Year to Year Participation Comparison



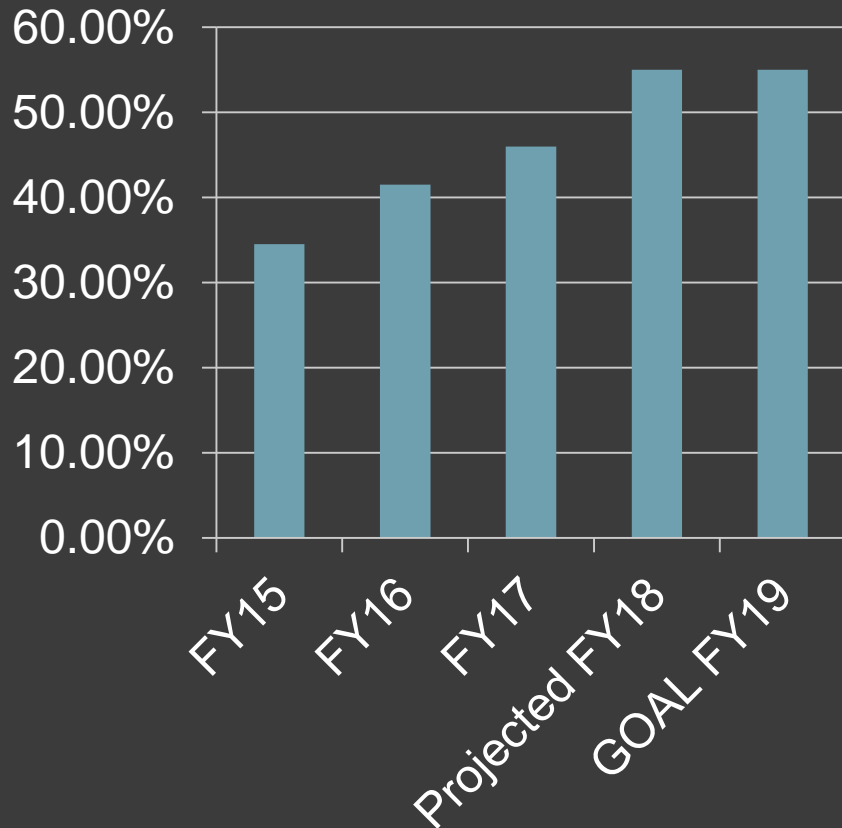
Workload Indicators

Year to Year Registrations Processed Comparison



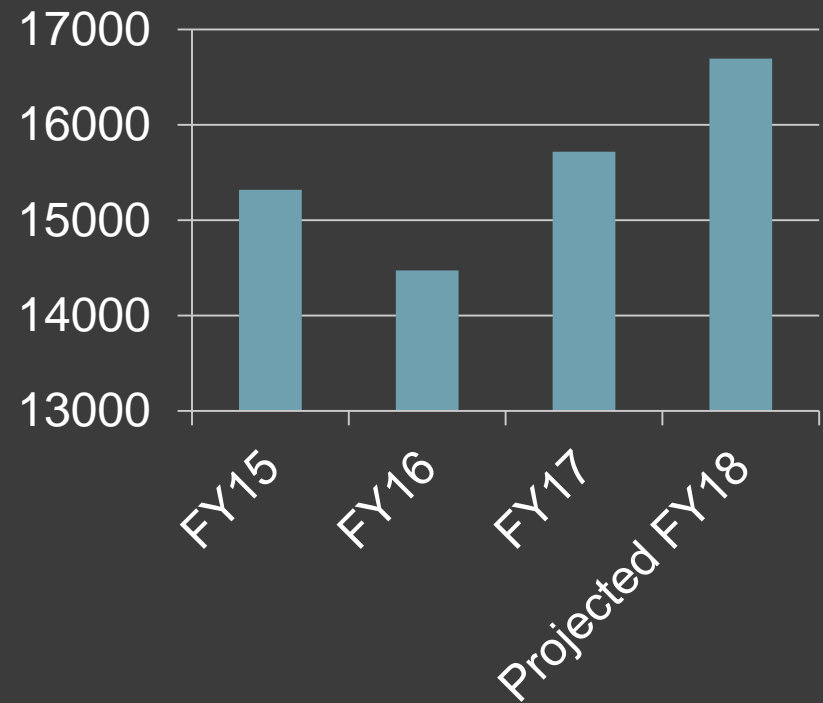
Performance Measures

Year to Year Facility Utilization Comparison



Workload Indicators

Year to Year Staff Hours Comparison



Remember When....





**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: 5/29/2018

Author: Jason Paquin

Subject: Norway Savings Bank Arena FY19 CIP & Budget Presentation

Information:

This presentation includes a review of the department's operations.

An in-depth overview of CIP items including impact to the department, return on investment, and economic impact of the requested items.

City Budgetary Impacts:

This is the annual budget (CIP and Operational) requests for FY19

Staff Recommended Action:

Review and discussion of proposed budget

Previous Meetings and History:

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Coakley".

Attachments:

DESCRIPTION

Norway Savings Bank Arena is an Enterprise Fund of the City of Auburn, Maine. It operates financially as the Ice Arena Enterprise Fund dba Norway Savings Bank Arena, and is responsible for the coordination, direction and implementation of a profit center for the City of Auburn. The General Manager of the Enterprise Reports directly to the Assistant City Manager and oversees the operation, maintenance, fiscal oversight (specifically budget creation and capital improvements) and long-range planning of the Enterprise.

MISSION

The Norway Savings Bank Arena is designed to serve the Auburn Community and the region through opportunities for skating activities. The Arena shall provide exceptional, year-round, affordable ice skating opportunities in a safe, healthy, community-based skating environment. We shall provide for a comfortable, well designed, skating and events center that serves as a community gathering place: focused on ice related recreational activities and its viewership.

PROGRAMS

Full-Time Staff is responsible for the staffing, day-to-day operation, ice scheduling, marketing, event development and overall efficiency of the arena. Daily cleaning and ice maintenance duties overlap Full and Part-Time Staff. Full-Time Staff is comprised of the General manager, Facilities Supervisor, Sales, Marketing & Events Coordinator, Administrative Assistant and one Full-Time Arena Staff.

Budget: 28% | Staff: 40%

Part-Time is responsible for daytime and nighttime facility staffing, maintaining ice, locker rooms and restrooms, skate rentals, and responding to patron requests for services (locker room access / concerns). Part-Time Staff follows all protocol established by Administration and follows orders as assigned. Part-Time staff also assists with special event setup, teardown and event staffing.

Additionally, at full staff, Part-Time Staff consists of three part-time Rink attendants and five Rink Assistants. Budget: 2% | Staff: 60%

BUDGET GOALS & OBJECTIVES

<p>FY19 BUDGET</p> <p>GOAL 1</p>	<p>Build upon Public Usage Opportunities</p> <ul style="list-style-type: none"> • Improve consistent weekly skating opportunities including Saturday nights • Work with recreation programmers to create after school programming • Promote skating opportunities within School Systems • Collaborate with sponsors • Work with youth organizations • Improve Family Events
<p>SUPPORTING DIRECTIVES</p> <p>Facility Goal: Involve more community members in arena activities</p> <p>Comprehensive Plan Goal F.1: To increase Auburn’s population and maintain the community’s diversity by providing a variety of reliable and cost-effective services and facilities to (1) support current residents, (2) encourage younger adults to remain in the area, and (3) attract new families, individuals, and professionals to live in Auburn.</p> <p>Objective F.1.1: Maintain and increase the City’s population.</p> <p>Strategy F.1.1b: Market auburn as a desirable place to live.</p>	

<p>FY19 BUDGET</p> <p>GOAL 2</p>	<p>Limit Missed Rental Opportunities</p> <ul style="list-style-type: none"> • Publicized open hours schedule posted on website • Develop discounted rate for Auburn Residents • Add Drop-in skate time during weekday
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SUPPORTING DIRECTIVES

Facility Goal: 0% Reliance on General Fund

Objective: Maximize facility utilization during non-peak times

Strategy: Market untraditional hours and provide additional staff with booking capabilities

FY18 BUDGET

GOAL 3

CONTROL COSTS

- Research and assess innovative solutions to reduce taxpayer burden
- Enhance local and regional trade partnerships for the continuation of cost effective services
- Equip personnel to efficiently and productively complete duties

SUPPORTING DIRECTIVES

Facility Goal: Continue to bring the building to a self-supporting financial position

Objective:

Strategy: Continue to work with staff and other facilities to develop budget relieving measures without sacrificing quality of services.

PERFORMANCE MEASURES

Administration

1. Increase Private Ice Rentals by 10%.
2. Increase Non-Ice Usage by 10%.
3. Increase sponsorships by 31%.
4. Increase Public Skate by 10%.
5. Increase Shiny Hockey by 15%.

Facilities

1. Maintain high level of ice quality.
2. Maintain clean, safe and user-friendly environment.
3. Limit costly repairs through preventative maintenance.
4. find cost effective training solutions.

Recreation & Sports Facilities

1. Work between departments to improve program offerings
2. Develop 4 internally operated community events

PROGRAM BUDGET BREAK DOWN

PROGRAM BUDGET – Administration

ADMINISTRATION					
Description	FTE	FY17	FY18	Increase/Decrease	Change
Salaries	5.0	\$312,000.00	345,000.00	\$33,000.00	11%
Operating Supplies		\$20,150.00	20,150.00	\$0	0%
Total		\$332,150.00	\$365,150.00	\$33,000.00	10%

PROGRAM BUDGET –Operations

OPERATIONS					
Description	PTE	FY18	FY19	Increase/Decrease	Change
Salaries	8.0	\$20,000.00	\$20,000.00	\$0	0%
Operating Supplies		\$36,500.00	44,000.00	\$7,500.00	21%
Total		\$56,500.00	\$64,000.00	\$7,500.00	13%

PROGRAM BUDGET – Facilities

FACILITIES					
Description	FTE	FY17	FY18	Increase/Decrease	Change
Salaries	-	\$0.00	\$0.00	-	0%
Operating Supplies		\$841,256.00	\$812,755.00	(\$28,501.00)	-3%
Contracted Services		\$5,000.00	5,000.00	\$0	0%
Total		\$846,256.00	\$813,255.00	(\$33,001.00)	-3%

BUDGET DRIVERS

Regular Salaries - Increased by 11%

Adjusted to account minimal pay increases (includes benefits)

Part-Time Salaries - stay flat 0%

Operating supplies (Administration) - stay flat 0%

Adjusted to reflect reduction in advertising costs associated with new partnerships and reduction in facility subscriptions.

Operating Supplies (Operations) - Increased by 21%

Adjusted to reflect cleaning supplies cost increase.

Operating Supplies (Facilities) - Decrease by 4%

Adjusted to reflect repairs reduction and Capital Improvements reduction.

Overview

Project Background and Description

IceCap Pro Event Floor: \$125,000

Norway Savings Bank Arena has become a multi-purpose facility, now hosting two major Trade Shows during the shoulder season. Our current Homasote event floor, which was purchased used for \$7,000, will have served three of these events. The current floor condition requires staff to patch holes in the floor to prevent tripping hazards and utilize an additional top cover in aisle ways to limit airborne dust and debris. The current Floor Cover is estimated to be over 20 years old. With the addition of the Comic Expo, the facility return on investment is estimated at four years, with an estimated economic impact of \$137,000 per year.

Project Scope:

Outline specifications of event floor to be purchased and follow City Purchasing Procedures.

Work within the proposed amount of \$125,000 for project completion

Facilitate product delivery by to October 1st, 2018

The new Event Floor must include the following:

- Ability to cover Rink #1 or Rink #2 completely (17,500 Sq. Ft.)
- Provide a hard, durable surface that is easy to clean and maintain
- Radius-cut corners built to rink specifications

Deliverables

Norway Savings Bank Arena – Greater marketability for Large indoor events

Increased economic impact for the City of Auburn

Quicker changeover times between events

Overview

Project Background and Description

Rubber Flooring Replacement (Locker Rooms): \$40,000

This item is an anticipated maintenance item and has been moved to the Arena's Operating Budget. In an effort to reduce tax payer impact, this item has been removed for the FY19 Budget.

Overview

Project Background and Description

Parking Lot Striping: \$10,000

This item is an anticipated maintenance item and has been moved to the Arena's Operating Budget. In an effort to reduce tax payer impact, this item has been removed for the FY19 Budget.

CITY OF AUBURN
 FY 2019 REVENUES
 COMPARISON FY18 AND FY19 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 17-18	MANAGER PROPOSED BUDGET FY 18-19	COUNCIL ADOPTED BUDGET FY 18-19	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<u>General Government</u>					
Homestead Exemption Reimbursement	1,015,000	1,015,000	1,150,000	135,000	13.30%
Personal Property Reimbursement	2,000,000	2,150,000	2,150,000	150,000	0.00%
Tree Growth Reimbursement	10,000	10,000	10,000	-	0.00%
Veterans Reimbursement	18,000	18,000	18,000	-	0.00%
In Lieu of Taxes	90,000	90,000	90,000	-	0.00%
Excise Tax-Vehicles	3,775,000	3,775,000	3,800,000	25,000	0.66%
Excise Tax-Boats	15,000	15,000	15,000	-	0.00%
Excise Tax-Aircraft	20,000	20,000	20,000	-	0.00%
State Revenue Sharing	1,509,117	1,689,669	1,689,669	180,552	11.96%
Other State Aid	4,000	4,000	4,000	-	0.00%
Penalties & Interest	150,000	150,000	150,000	-	0.00%
Investment Income	32,000	32,000	32,000	-	0.00%
Transfer in from TIF	1,087,818	1,087,818	1,117,818	30,000	2.76%
Transfer in from TIF Workforce Development	200,000	200,000	200,000	-	0.00%
Transfer in from Recreation Special Revenue	54,718	54,718	54,718	-	0.00%
Transfer in from PAL Center	-	25,000	25,000	25,000	0.00%
Transfer in from School Dept (Electrician)	-	18,000	18,000	18,000	0.00%
Rental Income (Intermodal)	35,000	35,000	35,000	-	0.00%
Sale of Property	20,000	20,000	20,000	-	0.00%
Tax Sharing Revenue	165,000	165,000	165,000	-	0.00%
Cable Television Franchise	150,000	150,000	150,000	-	0.00%
Cable Television Franchise - City of Lewiston	63,384	63,384	63,384	-	0.00%
MMWAC Host Fees	215,000	221,000	221,000	6,000	2.79%
Utility Reimbursement	27,500	27,500	27,500	-	0.00%
Unclassified	10,000	10,000	10,000	-	0.00%
Fund Balance Contribution	412,500	412,500	527,500	115,000	27.88%
Total General Government	11,079,037	11,458,589	11,763,589	684,552	6.18%

CITY OF AUBURN
FY 2019 REVENUES
COMPARISON FY18 AND FY19 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 17-18	MANAGER PROPOSED BUDGET FY 18-19	COUNCIL ADOPTED BUDGET FY 18-19	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<u>City Clerk</u>					
Hunting/Fishing/Dogs	2,000	2,000	2,000	-	0.00%
Neutered Animals	3,000	3,000	3,000	-	0.00%
Voter Reg List	100	100	100	-	0.00%
Clerk/Sale of Copies	100	100	100	-	0.00%
City Clerk Notary	1,500	1,500	1,500	-	0.00%
Banner Hanging Fee	3,000	3,000	3,000	-	0.00%
Garage Sale Permits	3,200	3,200	3,200	-	0.00%
Commercial License	50,000	50,000	50,000	-	0.00%
Taxi License	4,000	4,000	4,000	-	0.00%
Marriage License	5,000	5,000	5,000	-	0.00%
Birth/Death/Marriage Cert	25,000	25,000	25,000	-	0.00%
Permits - Burial	7,000	7,000	7,000	-	0.00%
Fines-Dog	3,000	3,000	3,000	-	0.00%
Total City Clerk	106,900	106,900	106,900	-	0.00%
<u>Finance</u>					
Reg - Vehicles	60,000	60,000	60,000	-	0.00%
Total Finance	60,000	60,000	60,000	-	0.00%
<u>Community Services-ICT</u>					
GIS/Data & Maps	20	20	20	-	0.00%
Total Community Services-ICT	20	20	20	-	0.00%
<u>Assessing</u>					
Maps & Copies	20	20	20	-	0.00%
Total Assessing	20	20	20	-	0.00%
<u>Health & Social Services</u>					
GA Reimbursement	95,000	103,747	103,747	8,747	9.21%
Total Health & Social Services	95,000	103,747	103,747	8,747	9.21%

CITY OF AUBURN
FY 2019 REVENUES
COMPARISON FY18 AND FY19 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 17-18	MANAGER PROPOSED BUDGET FY 18-19	COUNCIL ADOPTED BUDGET FY 18-19	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<u>Planning & Permitting</u>					
Maps & Copies	500	500	500	-	0.00%
Departmental Reviews	16,000	16,000	16,000	-	0.00%
Fire Alarm Inspections	29,000	29,000	29,000	-	0.00%
Citation Ordinance	2,000	2,000	2,000	-	0.00%
Advertising Costs	5,000	5,000	5,000	-	0.00%
Permits - Building	100,000	100,000	110,000	10,000	10.00%
CDBG Reimbursement for Services	214,430	214,430	214,430	-	0.00%
Permits - Electrical	18,000	18,000	18,000	-	0.00%
Permits - Plumbing	11,000	11,000	11,000	-	0.00%
Permits - Sign	5,000	5,000	5,000	-	0.00%
Total Planning & Permitting	400,930	400,930	410,930	10,000	2.49%
<u>Community Services-Engineering</u>					
Fees - Inspection	6,000	6,000	6,000	-	0.00%
Fees - Drive Opening	200	200	200	-	0.00%
Fees - Bid Documents	1,000	1,000	1,000	-	0.00%
Permits - Fill	1,000	1,000	1,000	-	0.00%
Permits - Street Opening	40,000	40,000	40,000	-	0.00%
Total Community Services-Engineering	48,200	48,200	48,200	-	0.00%
<u>Fire Department</u>					
Copies of Reports	200	200	200	-	0.00%
EMS Transport	1,250,000	1,250,000	1,250,000	-	0.00%
Salvage Calls	100	100	100	-	0.00%
Permits - Oil Burner	800	800	800	-	0.00%
Total Fire Department	1,251,100	1,251,100	1,251,100	-	0.00%

CITY OF AUBURN
 FY 2019 REVENUES
 COMPARISON FY18 AND FY19 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 17-18	MANAGER PROPOSED BUDGET FY 18-19	COUNCIL ADOPTED BUDGET FY 18-19	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<u>Police Department</u>					
Accident & Police	12,000	12,000	12,000	-	0.00%
Court	10,000	10,000	10,000	-	0.00%
Photos & Tapes	3,500	3,500	3,500	-	0.00%
False Alarms	12,000	12,000	12,000	-	0.00%
Animal Impound	1,000	1,000	1,000	-	0.00%
Veh Rel/Non Driver	2,000	2,000	2,000	-	0.00%
Veh Rel/Driver Licence	13,000	13,000	13,000	-	0.00%
ARRA Cops Grant	12,477	12,477	12,477	-	0.00%
MDEA Reimbursement	170,000	170,000	170,000	-	0.00%
Permits - Firearms	4,000	4,000	4,000	-	0.00%
Fines - Parking Violations	65,000	65,000	65,000	-	0.00%
Total Police Department	304,977	304,977	304,977	-	0.00%
<u>Public Works</u>					
State/Local Road Assistance	400,000	400,000	400,000	-	0.00%
Total Public Works	400,000	400,000	400,000	-	0.00%
Total Municipal	13,746,184	14,134,483	14,449,483	703,299	5.12%

CITY OF AUBURN
FY 2019 REVENUES
COMPARISON FY18 AND FY19 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 17-18	MANAGER PROPOSED BUDGET FY 18-19	COUNCIL ADOPTED BUDGET FY 18-19	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
School Department					
Reg Secondary Tuition	160,174	160,973	160,973	799	0.50%
SOS Tuition	107,576	60,000	60,000	(47,576)	-44.23%
Adult Ed Tuition	93,300	93,300	93,300	-	0.00%
State Subsidy for Education	21,526,533	23,678,756	23,678,756	2,152,223	10.00%
Debt Service Reimbursement	641,790	624,158	624,158	(17,632)	-2.75%
Capital Reserve-EL Project	(128,755)		-		
Special Ed/Mainecare	135,000	120,000	120,000	(15,000)	-11.11%
State Agency Clients	70,000	30,000	30,000	(40,000)	-57.14%
State Aid for Adult Education	107,694	91,918	91,918	(15,776)	-14.65%
Miscellaneous	88,000	68,000	68,000	(20,000)	-22.73%
Daycare Rent	50,000	50,000	50,000	-	0.00%
Fund Balance	906,882	639,496	719,417	(187,465)	0.00%
Total School	23,758,194	25,616,601	25,696,522	1,938,328	8.16%
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Total Non-Property Tax Revenue - Municipal	13,746,184	14,134,483	14,449,483	703,299	5.12%
Total Non-Property Tax Revenue - School	<u>23,758,194</u>	<u>25,616,601</u>	<u>25,696,522</u>	<u>1,938,328</u>	<u>8.16%</u>
Total Non-Property Tax Revenue	37,504,378	39,751,084	40,146,005	2,641,627	7.04%
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Total Proposed Budget - Municipal	41,720,453	43,025,167	43,025,167	1,304,714	3.13%
Total Proposed Budget - School	<u>41,755,455</u>	<u>43,693,783</u>	<u>43,693,783</u>	<u>1,938,328</u>	<u>4.64%</u>
Total Proposed Budget	83,475,908	86,718,950	86,718,950	3,243,042	3.89%
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Total Property Tax Dollars Needed - Municipal	27,974,269	28,890,684	28,575,684	601,415	2.15%
Total Property Tax Dollars Needed - School	<u>17,997,261</u>	<u>18,077,182</u>	<u>17,997,261</u>	-	0.00%
Total Property Tax Dollars Needed	45,971,530	46,967,866	46,572,945	601,415	1.31%